

Work Acceptance - LRD

Scope

This process defines the steps required for individual Districts, Labs and Centers (i.e., USACE Activities) to assess their capability to accept new work from both existing and new customers, and to establish authorities and procedures for work acceptance and assigning accepted work. This process also describes how USACE activities will assign work that Headquarters and Congress have directed them to perform **Note: The intent is this document is written for only reimbursable work. The assignment from HQ and Congress is not included. Response: Rejected Wording modified. The process is for all work.**

Policy

ER 5-1-10[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf>]

ER 5-1-11[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf>]

ER 37-1-26[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf>]

Thomas Legislative Information on the Internet[<http://thomas.loc.gov/>]

WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments[<http://www.hq.usace.army.mil/cecs-i/IISWWW/Weblinks/Section211.html>]

ER 1140-1-211

US Codes

ER 37-2-10 Financial Administration - Accounting and Reporting - Civil Works Activities <http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/toc.htm>

EC 11-2-181

Response : Accepted pending validation of applicability

Responsibility

The DPM **or their designee** **Response: accepted**, is responsible for notifying/assigning new work to the appropriate Program Manager when forwarded from a USACE employee.

The Program Manager is responsible for accepting new work within their programs or informing customers that we cannot do the work that they request.

USACE employees who receive inquiries for potential new work are responsible for notifying the appropriate Program Manager or the **DPM or designee**.

Responsibilities paragraph reworded.

Distribution

Major Subordinate Command (MSC) Outreach Coordinator*

Major Subordinate Command (MSC) Program Manager (PgM)*

Outreach Coordinator*

Program Manager (PgM)*

System Administrator

USACE Employee*

Project Manager **Response: Accepted**

Ownership

The BP/P2 Program Office is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

System References

Acronyms and Glossary[REF1001]

Command Workload Analysis and Resource Leveling[PROC1024]

Initiating a Project in P2[PROC1005]

PMP/PgMP Content[REF1018]

Project Workload Analysis and Resource Leveling[PROC1014]

Receipt of Funds[PROC1001]

Team Establishment[PROC1008]

Activity Preface

This process is performed whenever new work is directed from HQUSACE or requested by **an Response: Accepted** existing or new customer. After work is accepted using this process, go to Initiating a Project in P2[PROC1005].

USACE Employee

1. Receive work request.
2. Forward work request to appropriate program manager.

If uncertain of appropriate Program Manager, goto task #3. Otherwise, goto task #5.

3. Forward work request to **DPM or designee. Response: accepted.**

DPM or Designee

4. Assign to appropriate Program Manager

Program Manager (PgM)

5. Determine if work is inside or outside the USACE activity's Area of Responsibility (AOR) or approved by **an existing Response: Accepted** Memorandum of Agreement (MOA) **or Interagency Agreement (IAG), in coordination with Outreach Coordinator. Response: Partially accepted**

For **additional** information, **Response: Accepted** refer to ER 5-1-10[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf>]

If work is inside the USACE activity's AOR or approved by MOA or IAG Note: there is no specification for steps if there is no approved MOA or IAG (will provide documentation), Response: BP team will review and respond goto task #6. Otherwise, goto task #15.

6. Determine if work is from an existing **program/Response: accepted** customer or a new customer.

If work is from existing program/ Response: accepted customer, goto task #7. Otherwise, goto task #12.

7. Determine if resources are available **including fiscal validation. Refer to comment in Scope (does this only refer to evaluation of the request). , Response: BP team will review and respond**

Stop and complete Project Workload Analysis and Resource Leveling[PROC1014].

Response: Paragraph reworded see master document

If resources are available, goto task #8. Otherwise, goto task #10.

DPM or Designee Response: Paragraph reworded see master document

8. Accept work.

9. Assign and notify Project Manager and **notify the** System Administrator (SA) of the PM assignment. **Note: PgMP could be adopted as a tool to assign PM workload.**

Response: Sentence reworded and move to later step. see master document

End of activity.

Program Manager Response: Accepted

10. Coordinate with **other program managers within** **Response: Sentence reworded/rejected below the line see master document.** the Regional Business Center (RBC) to evaluate availability of resources in the districts within that Division.

If resources are available, goto task #8. Otherwise, goto task #11.

11. Coordinate with other RBCs throughout USACE to evaluate availability of resources in the districts within other Divisions.

If resources are available, goto task #8. Otherwise, goto task #11a. Response: Accepted

11a. Inform the customer that USACE can not accept workResponse: Accepted

End of activity.

12. Determine if work meets requirements of **WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments** **Response: Accepted**(Thomas Amendment).

Refer to *WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments*[<http://www.hq.usace.army.mil/cecs-i/IISWWW/Weblinks/Section211.html>] for requirement details.

If Thomas Amendment requirements are met need to cover existing customer also, Response: BP will address and respondgoto task #7. Otherwise, goto task #13.

13. Request waiver from the Thomas Amendment through Major Subordinate Command (MSC) to HQUSACE or decline work. **Before this process step 7 should be accomplished. Response: BP will address and respondgoto**

If a Thomas Amendment waiver is received, goto task #7. Otherwise, goto task #14.

14. **In coordination with the Outreach Coordinator i****Response: Reworded** nform customer that USACE cannot accept work due to the constraints of the Thomas Amendment.

End of activity.

15. **Transfer work to USACE activity with AOR and inform customer. Comment rejected. Steps are retained. Needed to cover specific customer requests outside AOR.**

End of activity.

Goto *Initiating A Project in P2/PROC1005*.



